



Department of Energy
Washington, D. C. 20585

November 9, 2007

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

October Notional Working Capital Fund Billing

This memorandum transmits the October 2007 estimate for your program for the Working Capital Fund. This bill is not being forwarded to Chief Financial Officer for entering into STARS in time to be recorded for the October, 2008 fiscal accounting month due to the operation of the Continuing Resolution (CR). The formal entries to the accounting system will be made after extension of the CR, probably at the same time as the November bill. Please note, as detailed in the business-by-business discussion below, that we have continued the practice of charging certain essentially fixed costs for more than a single-month period, to avoid unnecessarily repetitive billing entries. Therefore, the estimates provide, in the aggregate, for more than one month in charges.

Payments for FY 2008

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998,**
“Working Capital Fund, Administrative Control of Funds.”

We have received all requested funding from programs at this time. Depending on Congressional actions on FY 2008 appropriations in November and our use of carryover funds, the Fund may be able to operate through November without additional funding. However, if the CR will be continued into or beyond December, we may need to collect additional program funding in that month. As in the past the Fund Manager will minimize the requirement for additional program funding.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

Table I Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.

Table III Shows the most current projection of annual costs for each customer and business line based on FY 2008 estimates in the FY 2008 Congressional Budget Request. Because these estimates are two years old, you may find a combination of FY 2007 actual costs and FY 2009 estimates, or either amount to provide a better estimate of your FY 2008 consumption.

October Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of October both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and express mail incurred during October. The enclosed bill also includes the **annual** (\$11,880 per mail stop) charge for internal distribution services per mail stop assigned to your organization and annual charges for secure mail messengers.

Photocopying - This bill reflects charges for actual October usage. Per copy rates remain unchanged at 2.8 cents for central and staffed facilities; 1.5 cents for dedicated copiers; 50.0 cents for color copies. Rates for digitalization services are: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during October. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2007.

Building Occupancy – October bill includes a rental charge equal to **1/4 of the full annual estimate** for space assigned to your organization as of October 1, 2007. This bill also includes charges for non-standard space alterations, utilities, office relocations, and other E&F services requisitioned and performed prior to October 25.

Telephones - The October bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for August. For most programs this should represent small charges or credits for October. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network – October charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. October charges for DOEnet are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of October.

Purchase Card Surveillance – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

Payroll Processing – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

Corporate Human Resource Information System (CHRIS) – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

Corporate Training Services (CTS) – The bill reflects charges for Training Delivery Services and On-Line Services for the month of October.

Project Management Career Development Program (PMCDP) – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

STARS – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

External Independent Reviews – External Independent Reviews will not be financed in the WCF.

Financial Reporting Control Assessment – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2006 edition of the WCF Guide to Services, Policies and Procedures;
- FY 2008 Budget Projections;
- The monthly summary billing tables with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The new Web Page address is: <http://www.wcf.doe.gov>

Please contact Ronald Mayo (6-4911) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Mail Printing and Graphics Copying	Michael Wolfe	(202) 586-6064
Building Occupancy Supplies	Michael Shincovich	(202) 586-1557
Information Management: Telephones Desktop Services Networking	Ann Warnick Judy Saylor Ann Warnick Judy Saylor	(301) 903-3056 (301) 903-4999 (301) 903-3056 (301) 903-4999
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	Jerry Odegard	(301) 903-4934
CHRIS	Michael Fraser	(202) 586-1910
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Cheri Dent	(202) 586-9556
Project Mgt. Dev. Program (PMCDP)	Wanda Chambers	(202) 586-8114
STARS	Bob Emond	(202) 586-2354
A-123	Bob Emond	(202) 586-2354
Billing Process and Policies	Brian Boos	(301) 903-3858

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BPA	R. Seifert	E. Pratt
CF	R. Harris	
CI	D. Woomer	
CN	M. Anderson	L. Lanes
DR	C. Iager	
ED	J. Shea	
EE	D. Smith	T. Palmer
EIA	N. Burnette	D. Thornton
EM	J. Simpson	B. Gaffney
FE	C. Roy	M. Jones
GC	D. Bullington	
HG	P. Spencer	F. Brown
HR	S. Deters	
HS	D. Herman	D. James
IG	L. Snider	D. Gillam
IM	A. Warnick	S. Garvey
IN	M. Anderson	L. Lanes
LM	M. Owen	M. Kennedy
MA/AB/S	M. Dillon	K. Kelly
NA	S. Minnick	J. Trainor
NE	S. Harlow	L. Soo Hoo
NR	J. Merritt	
OE	P. Trottier	M. Rodrigue
PA	A. Watkins	
PML	M. Livingston	G. Ceja
PI	L. Morrow	S. Rush
RW	J. Phillips	
SC	V. Barden	J. Kelley
Office of Budget (CF-30)	J. Luczak	

WCF BOARD MEMBERS

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>PROGRAM</u>	<u>ADDRESSEE</u>
CFO	S. Isakowitz	MA	I. Kolb
CIO	T. Pyke	NA	T. D'Agostino
EE	A. Karsner	SP	G. Podonsky
EI	G. Caruso	PI	K. Harbert
EM	J. Rispoli	SC	R. Orbach
FE	T. Shope, Acting	GC	D. Hill
HR	J. Pon	PML	J. Dodd
RW	E. Sproat	NE	D. Spurgeon

memorandum

DATE:

TO: Working Capital Fund, CF-60

FROM: (Program Office)

SUBJECT: Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction¹ related goods and services. As more information becomes available concerning actual usage rate, additional authorization may be necessary to adjust funding to actual costs incurred.

It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

		<u>Funding Class I</u>	<u>Funding Class II</u>
FUND_CODE	X (5)		
(replaces fund type)			
FISCAL YEAR	X (4)		
ALLOTTEE	X (2)		
(currently, a value of 60)			
RPRTNG_ENTITY	X (6)		
(replaces fin plan symbol)			
OBJECT_CLASS	X (5)		
(includes sub object-class code)			
PGM_PROGRAM	X (7)		
(replaces pgm bnr)			
AMOUNT_COST	X (14)		

CC: Kathy Schanck, CF-11

¹ Beginning in FY 2009 programs may finance DCAA Audit activities though the use of Program Funds.

Summary of Current Month Bill - October 2007
(WHOLE DOLLARS)

Table IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATIO N	TOTAL BUILDING OCCUPANCY	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE
BPA	17	98	12,567	12,665	0	20	0	20	416	28,705	0	28,705	-44	982	938
CF	9,195	489	65,835	66,324	3,720	11,089	0	14,808	3,378	790,695	0	790,695	-747	22,653	21,906
CI	291	315	26,335	26,650	329	13	0	342	562	130,040	0	130,040	-317	2,984	2,667
CN	0	0	0	0	575	0	0	575	296	0	0	0	2,950	4,750	7,700
DR	0	0	0	0	0	0	0	0	0	0	0	0	-17	0	-17
ED	891	985	39,502	40,487	941	1,178	0	2,119	2,647	110,531	0	110,531	122	3,612	3,733
EE	24,803	8,074	13,167	21,241	1,920	20,430	567	22,917	38,570	1,546,508	700	1,547,208	-781	30,662	29,881
EH	474	0	0	0	753	0	0	753	1,136	0	0	0	-55	39	-16
EI	19,517	2,818	23,347	26,165	3,399	2,510	2,161	8,070	28,177	1,348,829	625	1,349,454	-1,147	27,011	25,864
EM	19,189	1,136	39,502	40,638	5,329	2,197	0	7,526	3,251	1,064,644	22,698	1,087,342	-1,279	28,856	27,577
FE	13,138	1,750	27,022	28,772	1,822	3,605	0	5,427	3,947	550,234	8,615	558,849	-1,011	11,778	10,767
GC	6,651	1,279	32,918	34,197	1,665	2,343	0	4,009	3,010	671,366	75	671,441	-106	12,917	12,811
HC	5,666	4,807	52,668	57,475	0	4,011	0	4,011	15,701	402,594	0	402,594	33	11,189	11,222
HG	282	586	13,167	13,753	850	0	0	850	8,525	193,324	0	193,324	-11	1,649	1,638
HS	25,184	9,025	65,835	74,860	6,540	3,644	0	10,184	6,058	1,698,516	0	1,698,516	-2,734	50,959	48,225
IG	2,644	2,387	26,335	28,722	750	326	0	1,076	9,585	307,642	0	307,642	-249	6,439	6,190
IM	13,879	1,568	52,668	54,236	1,331	2,499	151	3,981	2,394	1,057,819	0	1,057,819	-338	29,524	29,186
IN	19,552	85,165	13,167	98,332	1,935	349	0	2,284	2,766	827,232	0	827,232	-784	14,448	13,663
LM	1,045	999	13,167	14,166	356	9	0	365	1,043	77,257	0	77,257	-231	1,649	1,418
MA	12,591	8,258	164,588	172,846	12,276	3,195	271	15,742	14,238	1,839,120	1,425	1,840,545	-756	37,297	36,541
NA	43,918	141,264	79,002	220,266	12,719	9,377	0	22,097	20,448	3,565,708	450	3,566,158	-3,230	83,702	80,472
NE	7,181	1,320	36,835	38,155	2,953	1,105	1	4,059	1,551	463,473	0	463,473	-411	10,757	10,347
NR	0	117	0	117	0	235	0	235	128	0	0	0	1,437	0	1,437
OE	1,900	212	52,668	52,880	583	338	0	921	18,503	221,715	950	222,665	-1,719	4,240	2,521
PA	960	358	26,335	26,693	513	0	0	513	1,313	73,394	0	73,394	-596	1,649	1,053
PI	12,303	319	13,167	13,486	1,809	1,238	0	3,047	4,281	333,946	36,202	370,148	6,931	6,910	13,841
RW	2,946	1,086	13,167	14,253	1,572	626	0	2,198	3,511	312,636	0	312,636	-137	6,164	6,027
S	2,560	1,258	13,167	14,425	1,673	426	0	2,099	11,808	211,172	0	211,172	-80	8,088	8,007
SC	23,060	9,200	26,335	35,535	2,791	5,618	0	8,409	12,131	816,197	567	816,764	64	28,778	28,842
WAPA	200	77	12,567	12,644	0	0	0	0	1,260	30,570	0	30,570	-1	510	510
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	270,036	284,950	955,033	1,239,983	69,103	76,382	3,151	148,636	220,634	18,673,867	72,306	18,746,173	-5,242	450,194	444,952

Summary of Current Month Bill - October 2007
(WHOLE DOLLARS)

Table IB

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		ANNUAL	ANNUAL	QUARTERL Y	MONTHLY		ANNUAL	ANNUAL	ANNUAL	ANNUAL	
ORG CODE	NETWORK	CLOSEOUT	PURCHAS E CARD SURVEILL ANCE	TOTAL CONTRACT	CHRIS	PAYROLL PROCESS	ONLINE LEARNING CENTER	TRAINING DELIVERY AND SERVICES	TOTAL CORPORATE TRAINING SERVICES	PMCDP	STARS	INTERNAL CONTROLS	INDIRECT FUND ADMIN.	MONTHLY TOTAL
BPA	3,990	0	0	0	0	0	0	0	0	0	0	0	0	46,751
CF	39,797	800	0	800	0	0	1,380	0	1,380	0	0	0	0	948,283
CI	3,893	0	0	0	0	0	0	0	0	0	0	0	0	164,444
CN	1,244	240	0	240	0	0	0	0	0	0	0	0	0	10,056
DR	0	0	0	0	0	0	0	0	0	0	0	0	0	-17
ED	4,170	0	0	0	0	0	0	0	0	0	0	0	0	164,579
EE	43,208	680	0	680	0	0	2,530	0	2,530	0	0	0	0	1,731,038
EH	180	0	0	0	0	0	0	0	0	0	0	0	0	2,527
EI	675	240	0	240	0	200	11,500	0	11,500	0	0	0	0	1,469,863
EM	52,445	2,160	0	2,160	0	0	9,430	0	9,430	0	0	0	0	1,249,558
FE	39,295	720	0	720	0	0	2,530	0	2,530	0	0	0	0	663,446
GC	10,007	0	0	0	0	0	2,990	0	2,990	0	0	0	0	745,115
HC	12,916	480	0	480	0	0	2,990	0	2,990	0	0	0	0	513,055
HG	1,308	0	0	0	0	0	0	0	0	0	0	0	0	219,680
HS	37,962	0	0	0	0	0	5,060	0	5,060	0	0	0	0	1,906,049
IG	6,934	0	0	0	0	0	690	0	690	0	0	0	0	363,483
IM	51,469	0	0	0	0	0	5,520	0	5,520	0	0	0	0	1,218,483
IN	415	0	0	0	0	0	1,150	0	1,150	0	0	0	0	965,394
LM	13,470	0	0	0	0	0	1,380	0	1,380	0	0	0	0	110,145
MA	35,468	5,600	0	5,600	0	2,100	10,350	0	10,350	0	0	0	0	2,146,021
NA	98,752	2,640	0	2,640	0	2,500	13,570	0	13,570	0	0	0	0	4,070,820
NE	13,352	960	0	960	0	0	2,300	0	2,300	0	0	0	0	541,376
NR	0	0	0	0	0	0	0	0	0	0	0	0	0	1,917
OE	6,713	0	0	0	0	0	230	0	230	0	0	0	0	306,333
PA	2,124	0	0	0	0	0	1,840	0	1,840	0	0	0	0	107,889
PI	10,932	0	0	0	0	0	3,220	0	3,220	0	0	0	0	431,257
RW	17,219	0	0	0	0	0	1,840	0	1,840	0	0	0	0	360,631
S	4,210	0	0	0	0	0	0	0	0	0	0	0	0	254,281
SC	35,017	240	0	240	0	0	2,070	0	2,070	0	0	0	0	962,067
WAPA	12,104	0	0	0	0	50	0	0	0	0	0	0	0	57,337
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	559,268	14,760	0	14,760	0	4,850	82,570	0	82,570	0	0	0	0	21,731,863

PROJECTED CUSTOMER COSTS FY 2008

(\$ IN THOUSANDS)

Table III

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	NETWORK	PROCURE-MENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	STARS	INTERNAL CONTROL	INDIRECT	TOTAL ALL ACTIVITIES	
BCA	0	0	0	0	0	0	0	0	0	0	0	0	0		0	BCA
BPA	1	14	1	85	112	11	13	0	0	25	0	0	0		262	BPA
CF	147	79	202	177	2,954	400	508	20	89	11	8	5	8	120	4,729	CF
CI	16	31	13	67	506	69	37	2	11	2	0	1	1		755	CI
CN	36	34	17	32	1,059	98	15	1	0	3	1	0	0		1,296	CN
DR	0	0	0	0	0	0	0	0	0	0	0	0	0		0	DR
ED	27	47	32	38	430	52	37	26	12	2	0	1	1		705	ED
EE	298	158	203	209	4,253	437	679	114	189	21	16	177	252		7,006	EE
EH	80	51	60	69	3,116	403	317	51	80	25	3	18	25		4,299	EH
EI	187	96	148	304	6,073	547	7	73	149	37	10	13	18		7,662	EIA
EM	225	63	215	48	3,723	532	730	124	532	89	394	971	1,387		9,033	EM
FE	146	53	87	340	2,141	281	425	66	363	64	66	105	149		4,285	FE
GC	64	50	38	154	2,379	173	91	3	61	29	0	3	5		3,051	GC
HG	7	23	8	68	642	23	21	2	12	2	0	1	1		808	HG
HR	65	88	53	54	1,505	152	143	30	52	9	3	3	4	0	2,161	HR
HS	169	121	157	104	4,232	717	409	15	96	13	6	46	66		6,151	HS
IG	46	61	19	87	1,197	89	70	3	113	22	0	6	9		1,721	IG
IM	144	64	50	52	4,096	527	536	25	36	12	20	14	20		5,597	IM
IN	77	126	23	15	2,110	746	3	2	43	19	0	0	0		3,165	IN
LM	17	22	98	9	400	30	73	7	23	6	18	18	25	0	745	LM
MA	214	289	238	289	7,075	513	369	64	98	17	3	8	11		9,189	MA
NA	527	451	340	346	13,796	1,636	1,229	186	998	158	198	1,256	1,953		23,073	NA
NE	88	48	55	37	1,682	209	178	92	167	61	83	82	118		2,901	NE
NR	0	1	2	0	0	105	1	0	86	0	0	111	0		306	NR
OE	38	59	9	9	647	23	44	0	23	2	1	20	28		904	OE
PA	14	43	201	122	318	56	29	1	8	3	0	1	1		796	PA
PI	58	21	52	1	1,303	141	110	35	39	4	0	3	4		1,770	PI
RW	41	22	43	15	1,209	165	98	31	70	5	55	79	114		1,948	RW
S	20	26	23	82	822	98	54	0	11	27	0	1	1		1,165	S
SC	240	125	180	173	3,124	390	377	54	467	25	112	559	798		6,625	SC
WAPA	1	13	1	45	119	64	118	31	675	19	3	0	0		1,090	WAPA
FO	0	0	0	0	0	0	0	0	0	46	0	0	0		46	FO
TOTAL	\$2,996	\$2,280	\$2,569	\$3,031	\$71,023	\$8,689	\$6,718	\$1,058	\$4,501	\$758	\$1,000	\$3,500	\$5,000	\$120	\$113,245	